Proposal Development

RFP ADVERTISEMENT

- Develop Proposals (Proposers)
  - Deadline for Questions/ATCs

- Voluntary Proposer's Meeting
  - Send sign-in sheet to Ad & Award (RFP Coordinator)
  - Post sign-in sheet to website (Ad & Award)

- Schedule Weekly Proposer Meetings (Proj. Dev. PE)
  - Identify SME Get Confirmation
  - Tracking and Responding to questions
  - Respond to ATC's
  - Deadline for Responding to Questions & ATC's

- Issue Addenda, as needed, until 2 weeks prior to Proposal Due Date
  - ASCE Approves Addendum
  - Submit addenda to Ad & Award (Proj. Dev. PE)
  - Conform RFP (track changes) after each addendum and send to Proposers (RFP Coord and Proj. Dev. PE)
  - Final Addendum
  - Prepare Conformed RFP after last Addendum (RFP Coordinator)

- Verify Ebase against Price Proposal Form (Ad & Award)

- Due date for supplement borings
  - Boring Meeting
  - Supp. Boring Report

- Select Evaluation Team (Proj. Dev. PE)
  - Schedule Evaluation Kick-Off & Evaluation Meetings (Proj. Dev. PE)
  - Schedule Mgmt/HQ/Exec Debrief Meetings (Proj. Dev. PE)

- Prepare Proposal Evaluation Forms (RFP Coordinator)
  - Prepare Evaluation Manual (RFP Coordinator/Proj. Dev. PE)
  - Submit Final Evaluation Manual to Ad & Award (RFP Coord.)
  - Arrange Proposal Pick/up

PROPOSALS DUE → Need to gather documents for closeout of proposal development process.

Last updated October 5, 2016